

VOUCHER INQUIRY

Navigation: *Accounts Payable > Review > Vouchers > Voucher Inquiry*

This online inquiry is very helpful when trying to find vouchers paid to a particular vendor. This screen allows the user to specify a particular period of time, compared to searching for your vouchers by using 'Find an Existing Voucher.'

Enter the following fields as shown on the next page:

1. "From" and "To" business unit – enter your business unit here.
2. SetID: is always 'share'
3. From Vendor ID/To Vendor ID: enter the vendor's id number here
4. Voucher Date Type: to select only the current year's data on a vendor you will need to select one of the dates from this dropdown.
5. From Date/To Date: Select the time period that is applicable.

The screenshot shows the 'Voucher Inquiry' form. It has a tabbed interface with 'Voucher Inquiry' selected. The form is divided into several sections:

- Search Criteria:** This section contains multiple input fields and dropdowns. 'From Business Unit' and 'To Business Unit' are both set to '11000'. 'From Vendor ID' and 'To Vendor ID' are both set to '0000000145'. 'SetID' is set to 'SHARE'. 'Voucher Date Type' is set to 'Accounting Date'. 'From Date' is '01/01/2006' and 'To Date' is '05/18/2006'. There are also fields for 'From Invoice', 'To Invoice', 'Post Status', 'Approval Status', and 'Voucher Balance'. A 'Voucher Style' dropdown is set to 'All Vouchers'. At the bottom of this section are 'Amount Rule' (set to 'Any'), 'Voucher Gross Amount', 'Transaction Currency', and a 'Max Rows' field set to '300'. There are 'Search' and 'Reset Criteria' buttons.
- Sort Criteria:** This section has a 'Sort By' dropdown set to 'Voucher ID', a 'Sort Asc/Desc' dropdown set to 'Ascending', and a 'Sort' button.
- Display Currency Criteria:** This section is currently collapsed.

Click Search and the following results will appear:

New Window | Help | Customize Page | Help

Voucher Inquiry

Search Criteria

From Business Unit: 11000 To Business Unit: 11000 From Voucher ID: To Voucher ID: Voucher Style: All Vouchers
From Invoice: To Invoice: Post Status: Approval Status: Voucher Balance:
SetID: From Vendor Short Name: To Vendor Short Name: Voucher Date Type: Accounting Date
From Vendor ID: 0000000145 To Vendor ID: 0000000145 Vendor Location: From Date: 01/01/2006 To Date: 05/18/2006
Amount Rule: Any Voucher Gross Amount: Transaction Currency: Max Rows: 300
Search Reset Criteria

Sort Criteria

Sort By: Voucher ID Sort Asc/Desc: Ascending Sort

Display Currency Criteria

Customize | Find | View All | First

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAI	Gross /
11000	00004383	85628	01/03/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					
11000	00004427	86120 FMD	02/01/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					
11000	00004490	86542	03/01/2006	0000000145	ABM-003	REMIT-BISM	Regular		USD	200.00					
11000	00004558	86984	04/03/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					
11000	00004626	87383	05/01/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					

Note: This search can be downloaded into Excel by clicking on this icon next to View All. In that way, the data can be sorted in whatever format is needed.